

BUILDING MAINTENANCE AND UTILITIES DIVISION

The personnel increases requested for the Building Maintenance and Utilities Division are as indicated in the table below showing the present and proposed T/O's of the Division:

	<u>Present</u> T/O	<u>Proposed</u> T/O	<u>Net</u> <u>Increase</u>
<u>Office of the Chief</u>			
GS-12 Chief	1	1	
GS-11 Assistant Chief	1	1	
GS-9 Public Building Supt.	1	1	
GS-7 Bldg. Maintenance Asst.		1	/ 1
GS-5 Utilities & Movement Tech.	1	1	
GS-4 Clerk Steno.	1	1	
GS-4 Clerk	1	1	
GS-3 Clerk	1	1	
<u>Telephone Branch</u>			
GS-9 Chief			
GS-7 Assistant Chief			/ 1
GS-5 Clerk	25X1A		
GS-4 Clerk (Typing)			
GS-3 Clerk Typist			/ 1
GS-7 Chief Operator			
GS-6 Asst. Chief Operator			
GS-5 Telephone Supvr. (Information)			
GS-4 Telephone Operator		(Inc. 2 Info. Oper.)	/ 8
Totals			/ 11

The one additional position requested in the Office of the Chief is to provide better maintenance of CIA buildings. The agency now is housed in [REDACTED] buildings in a total area of approximately [REDACTED] square feet. The recent additions of Buildings "I" and "J" and Riverside Stadium increased the building maintenance problem. Each building is now inspected once each week and at the same time, follow up and check on the status and/or completion of work is accomplished.

In the Telephone Branch the recent addition of 900 telephone lines, plus a number of new trunk lines, requires the addition of two clerical personnel, primarily for checking telephone bills. In recent months this work has been accomplished by overtime on weekday nights and weekends. The amount of moving in the agency causes unusual workloads in this activity.

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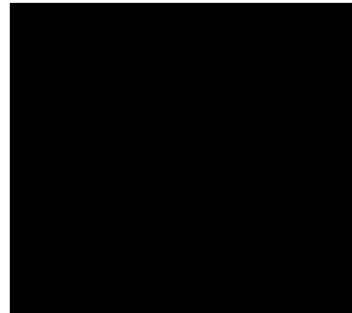
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The additional requirement for personnel for the telephone switchboard is based upon the recommendation of the Chesapeake and Potomac Telephone Company within the past week, based upon [REDACTED] lines to be serviced. Following is a breakdown of the man hours required for a seven-day week coverage of the CIA telephone switchboard facilities:

<u>Positions Required</u>	<u>Man Hours Required</u>
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Daily - 8:30 a.m. to 5:00 p.m. - 5 day week
Daily - 5:00 p.m. to 12:00 midnight - 5 day week
Daily - 12:00 midnight to 8:30 a.m. - 5 day week
Saturday - 12:00 midnight to 8:30 a.m.
Saturday - 8:30 a.m. to 5:00 p.m.
Saturday - 5:00 p.m. to 12:00 midnight
Sunday - 24 hours



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25X1A

Total

The average annual leave earned by a telephone operator is 20 days per year and sick leave, 13 days per year. This amounts to a total of [REDACTED] operators. Therefore, a minimum of two operators are required for absentee coverage.

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Two positions are included in the daily 8:30 a.m. to 5:00 p.m. shift to permit a 15 minute break in each hour for each operator. This is a standard recommended by the Telephone Company and concurred in by this office. Also included in this shift are three positions, one as Information Supervisor, and two as Information Operators.

The above equals [REDACTED] positions needed for efficient operation of the CIA telephone switchboard.

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